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THE CARDINAL VAUGHAN
MEMORIAL SCHOOL



Amare et Servire

THE CARDINAL VAUGHAN MEMORIAL SCHOOL

SCHOOL TRIPS AND EDUCATIONAL VISITS POLICY

All policies are updated regularly in accordance with statutory guidance.



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SCHOOL TRIPS AND EDUCATIONAL VISITS POLICY

INTRODUCTION

All school trips and visits **must** be approved by the Headteacher and members of the Senior Leadership Team. An educational visit is one which is completed within a single day, while a school trip involves one or more overnight stays. Football matches, swimming, work experience and so on are therefore defined as educational visits. For the sake of convenience, the term 'trip', as used in this policy, refers to school trips and educational visits alike.

In approving applications for school trips and educational visits, the Senior Leadership Team's primary consideration will be the safety of the pupils and staff undertaking the trip, and the educational value of such trips.

APPLICATION PROCEDURES

Members of staff who intend to take school trips or educational visits are required to complete the appropriate application on EVOLVE, which will then be reviewed in the first instance by the School's Educational Visits Co-ordinator, along with full risk assessment in line with the appropriate legislation; the EVC should be sought for the relevant information.

All visits will be placed into one of the following three categories of risk:

- Category A** Low risk activities such as walking in the park.
- Category B** Higher risk activities such as camping.
- Category C** Adventure activities, skiing, visits abroad.

When considering applications the Senior Leadership Team, using the following table as a guide, will consider the competence of the member of staff leading the trip.

Category	Competence of Group Leader



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A	Assessed as competent by the EVC/SLT – no specific need for NGB (National Governing Board) accreditation.
B	The Group Leader has undertaken additional familiarisation or induction to the chosen activity. NGB accreditation may be relevant e.g. BELA (British Expedition Leaders Award).
C	Training, experience or assessment of competence by an appropriate NGB body will be required.

Applications for Category C trips must be completed at least four months prior to the trip. Applications for Category A and B trips must be completed at least one month prior to the trip. When applying for a Category B or C trip, staff are required to provide the LOTC (Learning Outside the Classroom) number for the tour operator or trip organiser. If the organisation is not in possession of this accreditation, they will be required to complete an external providers form.

When reviewing the risk assessment of a trip, members of staff may need to complete individual assessments for children who are at greater potential risk, or who have more specific needs such as those contained in, for example, a statement of Special Educational Need or a behaviour plan. If staff are visiting a popular tourist destination, they must consider evacuation procedures in the case of a terrorist incident.

When applying to take a trip, the relevant member of staff must, in addition to providing a risk assessment, supply the Senior Leadership Team with a list of all the pupils whom he or she intends to take on the trip. If this is not available at the time, such lists must be submitted in good time for the Senior Leadership Team to make decisions regarding the needs of each child and the overall needs of the group.

STAFF RESPONSIBILITIES

The trip leader must meet the EVC at least a week before the trip for a final briefing and a discussion regarding the risk assessments.

A list of all pupils on the trip, with full contact details – home address, emergency contact details and medical information – should be submitted to the EVC or, in his absence, to the nominated member of the Senior Leadership Team and to the Office Manager. The EVC, or a nominated member of the SLT, will be contactable at all times during all educational visits and school trips.

All financial arrangements should be approved by the Bursar prior to the trip.

Parents should receive the following:



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- Full details of the trip, its purpose and the programme of activities.
- Travel details, including dates and time of outward and return journeys;
- The destination, its address and telephone number;
- Emergency contact details both of the teacher undertaking the trip and of the EVC.
- The School's Code of Conduct and parental consent forms.
- Details of special requirements or equipment needed for the trip;
- The name of the Group Leader and of the other members of staff accompanying the Group;
- Brief details of the qualifications and accreditation of the centre, if relevant;
- Brief details of the insurance arrangements;
- Information about passports and EHIC card;
- Arrangements for pupils to attend Mass on Sundays and Holy Days of Obligation.

All staff should be aware that on trips they act *in loco parentis*: it is as important on trips as it is at School for teachers to be aware of our Safeguarding Policy.

CODE OF CONDUCT FOR SCHOOL TRIPS & EDUCATIONAL VISITS

Pupils are expected to conduct themselves in a responsible and considerate way. At all times, they are under the authority of the teachers who accompany them, and should co-operate with them. They are also expected to comply with the regulations of travel companies, hotels, activity centres, etc.

The School reserves the right to refuse to take pupils on a journey if it is felt that they may be a danger to themselves or others, or may fail to accept the teachers' authority. If such a decision is made, it may not be possible to return any money committed by the School.

The teacher in charge of a trip has discretion to decide during the course of the trip that a pupil's behaviour is unacceptable and that he/she must return home. In some cases, parents will be liable to pay for the extra costs incurred in returning the pupil. Where a pupil is returned, the EVC and Headteacher should be informed immediately.

The following points should be noted as particularly important:

- Pupils are not allowed to smoke cigarettes or e-cigarettes on school journeys. Smoking will be regarded as a very serious matter.
- No alcoholic drink may be bought or consumed.
- If free time is allowed, pupils must obey any instructions they receive about places they are allowed to visit, time of return, etc.



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- Pupils are responsible for their own valuables; however, members of staff may undertake to look after passports, medication and money.
- Parents may be liable for damage to property caused by the actions of their son or daughter.

At all times, pupils must consider themselves as representatives of the School and conduct themselves accordingly.

EMERGENCY PROCEDURES

In the case of an accident or emergency, the member of staff responsible for the group should first of all ensure the safety of the group and any individuals who are injured. He or she must immediately inform the EVC who will be responsible for the co-ordination of any necessary arrangements at the School.

No statements of liability involving any accidents may be made by any member of staff on behalf of the School. No contact with the press or press statements may be given by anyone other than the Headteacher or one of his appointed deputies in his absence. If a statement is requested, staff should simply reply that all statements will come from the Headteacher's Office and that they are unable to comment.